



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1650.6G

N118

MAR 12 2001

NAS LEMOORE INSTRUCTION 1650.6G

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PERSONAL AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) CINCPACFLTINST 1650.10A
(c) COMNAVREGSWINST 1650.1E

Encl: (1) Award Processing Time-Line Memorandum
(2) Processing Requirements for Submission of Award Recommendations
(3) Division Tracking Sheet
(4) Department Tracking Sheet
(5) Mandatory Opening and Closing for Summary of Action
(6) Sample Commanding Officer's Letter of Commendation
(7) Sample Commanding Officer's Letter of Appreciation

1. Purpose. To publish policy and procedures for the preparation and submission of award recommendations in support of Naval Air Station (NAS) Lemoore Awards Program. This instruction amplifies references (a) through (c) which provide criteria, policies and procedures for awards.

2. Cancellation. NASLEMINST 1650.6F

3. Background. One of the most effective means of rewarding superior performance is through prompt recognition.

4. Responsibility. Reference (a) authorizes the Commanding Officer to award Navy and Marine Corps Achievement Medals (NMCAM) to officers and enlisted personnel. Department Heads, Division Officers, Master, Senior and Chief Petty Officers may submit NMCAM recommendations to the Commanding Officer for "specific performance of a superlative nature" only. Awards for sustained performance will be submitted via the chain of command to the appropriate awarding authority.

5. Action

a. Department Heads shall complete and submit enclosure (1) and forward all award recommendations on diskette. Processing requirements for submission of award recommendations are provided in enclosure (2). Award recommendations received late, incomplete, or lacking the following criteria will be returned by the Military Personnel (MILPERS) Awards Coordinator to the department:

(1) Ensure recommendations are well written and conform to the requirements of references (a) through (c) of this instruction.

(2) Use enclosure (3) to list personnel with a Projected Rotation Date (PRD) of six months or less. A copy of enclosure (4) shall be provided to the Awards Coordinator on the first workday of each month or within two weeks after the award period (whichever comes first) for award recommendations for the specific performance of superlative nature.

b. For end of tour awards

(1) Department Heads shall submit awards recommendations to the appropriate level in the chain of command in smooth format using OPNAV Form 1650/3 with a copy of the citation in a double spaced draft. A double spaced draft of block 25 (Summary of Action) is required for NMCAMs and higher.

(2) Recommendations must be received by the Milpers Awards Coordinator no later than 120 days for Meritorious Service Medal (MSM), 60 days for Navy and Marine Corps Commendation Medal (NMCCM), Navy and Marine Corps Achievement Medal (NMCAM), and Flag Letter of Commendation (FLOC) and 30 days for Commanding Officer Letter of Commendation (LOC) prior to the member's transfer month or terminal leave date.

c. For Commanding Officer approval. NMCAM's, LOC's, Letter of Appreciation (LOA's) and FLOC's for specific performance of superlative nature:

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(1) The Milpers Awards Coordinator must receive recommendations no later than two weeks after the award period. Awards for specific achievement exceeding the two-week deadline will be considered late and will not be accepted for processing.

(2) Submit award recommendations for NMCAM in smooth format using OPNAV Form 1650/3, front page only and a double-spaced draft of the citation.

(3) Submit award recommendation (citation) for CO LOC and CO LOA in double spaced draft format.

d. The Milpers Awards Coordinator shall

(1) Stock Navy and Marine Corps Achievement Medals, gold stars and blue Navy Department presentation folders.

(2) Prepare smooth NMCAM citations for the Commanding Officer's signature.

(3) Monitor end of tour award recommendations to ensure approval and presentation prior to member's detachment.

e. The approving authority for the NMCAM is Commanding Officer, NAS Lemoore. The approving authority for the NMCCM is Commander, Navy Region Southwest. The approving authority for the MSM is Commander in Chief, U.S. Pacific Fleet. Department Heads and Special Assistants should submit awards in time for the award to be processed through the appropriate echelon commander and returned to this command prior to the retirement/separation date.

6. Policy. To preserve integrity, awards and decorations will only be recommended for acts or services that are clearly and distinctly outstanding in nature or magnitude. The acts or services must place a person's performance significantly above that of his or her contemporaries. The following guidelines shall be used when determining the appropriateness of a personal award.

a. Specific Achievement. Award recommendations in this area should emphasize truly outstanding performance of a specific nature during a relatively brief period of time. A NMCAM should normally encompass a 30-90 day period.

b. End of Tour. Recognition of sustained exceptional performance for individuals who have accomplished several specific achievements not previously recognized by an award should normally be considered for an award at the end of their assigned tour of duty.

7. Preparation of Proposed Citation. The proposed citation must be unclassified and written with careful attention to grammar, composition and spelling. No abbreviation or acronyms are authorized. Avoid peculiar military expressions or terminology. The following guidelines are to be followed:

a. All awards senior to the Navy and Marine Corps Commendation Medal. The citation shall consist of not more than 24 typewritten lines and no less than 18 typewritten lines submitted in single-space format. Retirement awards will be limited to 24 typewritten lines.

b. Navy and Marine Corps Commendation/Achievement Medals

(1) The proposed citation shall not exceed seven and one half lines.

(2) In the case of retirement awards, the following sentence will be added prior to the closing sentence of the citation:

His/Her superior performance of duty during this tour is the culmination of a distinguished ____ year career of honorable and dedicated Naval Service.

c. Flag Letter of Commendation

(1) Shall be no less than 18 lines and no more than 22 lines.

(2) Should be submitted with a cover letter in lieu of a OPNAV 1650/3.

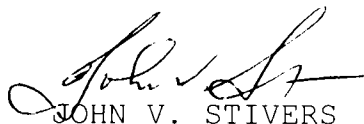
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8. Summary of Action. Should be a concise statement limited to the space available on the form. Lengthy summaries delay processing and do little to enhance the approval process. Refer to enclosure (5) for the opening and closing sentences. The remainder of the Summary of Action will be a bulletized list of specific achievements (covering either time, money, manpower, resources, etc., which were saved by the member and will reflect as either an amount or percentage). If the nomination is for a MSM or higher, the Summary of Action can be one and one half pages long. Attach the additional sheet directly to the OPNAV Form 1650/3. No abbreviations or acronyms are authorized.

9. Processing of Personal Award Recommendations. All personal award recommendations with a 1650/3 form and FLOC's will be submitted to the Milpers Department. All Commanding Officer LOCs, and LOAs will be submitted to Command Support Administration Office. The award recommendations will be submitted in a double spaced smooth format on a diskette with a completed OPNAV 1650/3, in the appropriate light blue color-coded folder. All awards will be corrected and smoothed for signature by the Milpers Awards Coordinator, with major rewrites returned to the originating department for corrections and/or final draft. Once the originating department has made the changes, the award recommendation will be returned to the Administration Department for final processing.

10. Awards Board. The Awards Board will be comprised of the Executive Officer, Command Master Chief, Assistant Supply Officer, and Assistant Air Operations Officer. The Board will review all recommendations and determine the appropriate award level. After review, Milpers will forward approved awards to the Commanding Officer for final approval, or for his review and endorsement prior to forwarding to the appropriate awarding authority.

11. Letters of Appreciation/Commendation. Letters of Appreciation and Commendation will be formatted per enclosures (6) and (7).


JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2X)
Lists A and C

MAR 12 2007

Award Processing Time-Line Memorandum

PROCESSING TIME: MSM-120 Days
NMCCM/NMCAM/FLOC-60 Days
CO LOC-30 Days
Specific Achievement-Within 14 days following
the action.

MEMORANDUM

Date: _____

From: _____ (Department Head)
 To: Commanding Officer
 Via: () Command Master Chief (For enlisted personnel only)
 () Executive Officer

Subj: _____ WARD RECOMMENDATION ICO _____

Encl: () Personal Award Recommendation (OPNAV 1650/3)
 () Summary of Action
 () Proposed Citation

1. Enclosures _____ are submitted to support the
 award recommendation.

 (Department Head Signature)

DRAFT BEING ROUTED FOR APPROVAL

Initials/Date	Initials/Date
MILPERS Office LPO _____	CMC _____
MILPERS Supervisor _____	XO _____
Awards Board _____	CO _____

Encl (1)

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MEMORANDUM ENDORSEMENT

Date _____

From: Command Master Chief

To: Commanding Officer

Via: Executive Officer

1. Forwarded, recommending _____.

(Signature)

MEMORANDUM ENDORSEMENT

Date _____

From: Executive Officer

To: Commanding Officer

1. Forwarded, recommending _____.

(Signature)

From: Commanding Officer

Date _____

1. Approved/Disapproved.

(Signature)

Encl (1)

PROCESSING REQUIREMENTS FOR SUBMISSION OF AWARD RECOMMENDATIONS
MAR 1 2 2001

TYPE OF AWARD	PROCESSING TIME REQUIRED	OPNAV FORM 1650/3	SUMMARY OF ACTION (Block 25, OPNAV Form 1650/3, Doubled spaced draft)	CITATION (Doubled spaced draft)
Meritorious Service Medal (MSM)	120 Days	X	X	X
Navy & Marine Corps Commendation Medal (NMCCM)	60 Days	X	X	X
Navy & Marine Corps Achievement Medal (NMCAM)	60 Days	X	X	X
Flag Letter of Commendation (FLOC)	60 Days			X
Commanding Officer Letter of Commendation (CO LOC)	30 Days			X
Awards for Specific Achievement	Within 14 days following the incident	*X	**X	X

*Required for all award recommendations except for CO LOC.

**Required for all award recommendations except for FLOC and CO LOC.

[illegible]

DEPARTMENT

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[illegible]

Mandatory Opening and Closing for Summary of Action MAR 1-2 2001

Opening:

For professional (NAM), (Meritorious (NCM)) achievement while serving as (job title), (department), Naval Air Station, Lemoore, California from (start date) to (end date).

Example:

For professional achievement while serving as Air Traffic Controller, Air Operations Department, Naval Air Station, Lemoore from 2 May 1999 to 27 January 2001.

Alternate Opening:

Petty Officer Walker is most strongly recommended for the Navy Achievement Medal/Navy Commendation Medal in recognition of sustained outstanding performance of duty as (job title) from (start date) to (end date) while serving at (department), Naval Air Station, Lemoore.

Closing:

Petty Officer Walker's exceptional dedicated service and professionalism are, in every respect, worthy of the recognition afforded by presentation of an end of tour (as applicable) Navy Achievement Medal/Navy Commendation Medal.

Encl (5)

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Sample Commanding Officer's Letter of Commendation

The Commanding Officer, Naval Air Station Lemoore takes pleasure in presenting a LETTER OF COMMENDATION to

RANK/RATE (WARFARE DESIGNATOR)

FIRST, MIDDLE, LAST NAME

UNITED STATES NAVY

"For superior performance as (BILLET/POSITION), (DEPARTMENT) Naval Air Station Lemoore from (MONTH/YEAR) to (MONTH/YEAR). Your (EXCEPTIONAL, UNCOMMON, SELFLESS), (INITIATIVE/EXPERTISE/DEVOTION), (ADJECTIVE) (TRAIT), (ADJECTIVE) (TRAIT), (IDENTIFY SPECIFIC ACHIEVEMENTS/ACCOMPLISHMENTS). (THREE OR FOUR LINES SPECIFYING WHAT EXACTLY WAS ACCOMPLISHED, WHAT PERSONAL ATTRIBUTES ENABLED THE MEMBER TO ACHIEVE WHAT WAS ACCOMPLISHED, AND THE VALUE OF THE ACCOMPLISHMENT). Your (ADJECTIVE) (TRAIT), (ADJECTIVE) (TRAIT), and (ADJECTIVE) (TRAIT) reflected great credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. (RANK) (i.e. Chief Petty Officer, Petty Officer first Class) (LAST NAME), I commend you on your exemplary performance. Well done!"

(COMMANDING OFFICER'S NAME (ALL CAPS))

Captain, U.S. Navy

Commanding Officer

Encl (6)

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Sample Commanding Officer's Letter of Appreciation

1650
(Dept Code/)

From: Commanding Officer, Naval Air Station, Lemoore
To: Rate, Full Name (First, Middle Initial, Last), USN, SSN

Subj: LETTER OF APPRECIATION

1. I would like to take this opportunity to thank you for your
(IDENTIFY SPECIFIC ACHIEVEMENT/ACCOMPLISHMENT). Your
(ACTIONS/INITIATIVE/WILLINGNESS)

2. (THREE OR FOUR LINES SPECIFYING WHAT PERSONAL ATTRIBUTES OR
CHARACTERISTICS THE INDIVIDUAL POSSESSES, AND THE VALUE OF THEIR
ACTIONS TO THE COMMAND OR DEPARTMENT).

3. Your (ADJECTIVE) (TRAIT) and (ADJECTIVE) (TRAIT) are worthy of
emulation. Again, I thank you for a job well done!

(COMMANDING OFFICER)

Encl (7)